WESTERN QUEBEC SCHOOL BOARD
REVISED POLICY STATEMENT

Title: Disposal of Obsolete Capital Equipment

Approval Date: June 13, 1981 **Res. No.:** C.C. 295

Revision Date: June 26, 2002 **Res. No.:** C-01-02-338

Origin: Council of Commissioners
Standing Committee

1. POLICY

WHEREAS the Buildings Committee recommends adoption of the following policy for disposal of obsolete capital equipment:

1. For items of unit market value of $1,000 or less, administration is authorized to dispose of same as follows:

   a) By offering said equipment to all departments/schools within the jurisdiction of the Board, such offer being deemed to be complete when the proposed disposal is brought to the attention of the Management Team; or

   b) If it has been established that no internal need exists, obsolete assets may be sold to students, staff members or outside purchasers at fair market value;

   c) Where items are being replaced by new assets of similar nature, obsolete assets may be traded in against such new purchases.

2. For items of fair market value exceeding $1,000 but less than $5,000, items may be traded in against replacements or transferred to other departments within the jurisdiction of the Board in similar fashion to items worth $1,000 or less. For items of market values exceeding $5,000 or more may be sold to third

party upon reception of written bids and require approval of Council upon recommendation of the Buildings Committee.